

## Uploading Documents-No Plan Review (Inspection Letters, Certificate of Insurance, etc.)

### Inspection Letters Upload Information

- **IMPORTANT:** Inspection Letters must be uploaded to the **PERMIT** and not the PERMIT **APPLICATION**. For example, the permit has the letters **PMT** in the numbering sequence (example: **RES-RBP-PMT21-36600228**).

### Certificate of Insurance Upload Information

- **IMPORTANT:** Certificate of Insurance must be uploaded to the **License Registration** record. For example, the license registration record has the license number in the sequence (the number sequence differs based on the license type) example: **LIC-HIC-LIC21-16900533**.

### Instructions

1. **Log** into your ACA portal account.
2. **Navigate** to Permit Record OR License Registration Record.
3. **Locate** the Record Number.
4. **Click** the record number (**blue text hyperlink**)

Showing 1-10 of 39 | [Export results](#) | [Add to collection](#)

<input type="checkbox"/>	Date	Record Number	Record Type	Description	Project Name	Address	Expiration Date	Created By	Status	Action	Short Notes
<input type="checkbox"/>	03/11/2021	<a href="#">COO-TEMPCOO21-38200019</a>	Temporary Certificate of Occupancy			1010 S FLORES ST 2 City of San Antonio, TX 78204	03/31/2021	Caryn Moore	Active		
<input type="checkbox"/>	02/26/2021	<a href="#">MEP-TRD-APP21-33101751</a>	MEP Trade Permits Application	Schedule Calendar Test		3170 SE MILITARY DR City of San Antonio, TX 78235		jm06967	Issued	<a href="#">Amendment</a>	
<input type="checkbox"/>	02/26/2021	<a href="#">MEP-ELE-PMT21-33301751</a>	Electrical General Permit	Schedule Calendar Test		3170 SE MILITARY DR City of San Antonio, TX 78235		jm06967	Withdrawn		
<input type="checkbox"/>	02/26/2021	<a href="#">MEP-TRD-APP21-33101752</a>	MEP Trade Permits Application	Plumbing General Permit		1935 SW MILITARY DR City of San Antonio, TX 78221		jm06967	Issued	<a href="#">Amendment</a>	
<input type="checkbox"/>	02/26/2021	<a href="#">MEP-PLM-PMT21-34301752</a>	Plumbing General Permit	Plumbing General Permit		1935 SW MILITARY DR City of San Antonio, TX 78221		jm06967	Active	<a href="#">Amendment</a>	
<input type="checkbox"/>	02/26/2021	<a href="#">COM-BLG-PMT21-40200042</a>	Commercial New Building Permit		Building No: 1; Unit No:	4030 MT LAUREL DR City of San Antonio, TX 78240		DaniaProdSupport	Issued		
<input type="checkbox"/>	02/26/2021	<a href="#">RES-RBP-PMT21-36600228</a>	Residential New Building Permit		Building No: ; Unit No:	4030 MT LAUREL DR City of San Antonio, TX 78240		DaniaProdSupport	Active	<a href="#">Amendment</a>	
<input type="checkbox"/>	02/25/2021	<a href="#">RES-RBP-APP21-35500343</a>	Residential Building Permit Application		CPS Release	24203 DANTE CIRCLE City of San Antonio ETJ, TX 78261		jm06967	Issued	<a href="#">Amendment</a>	
<input checked="" type="checkbox"/>	02/25/2021	<a href="#">RES-RBP-PMT21-36600226</a>	Residential New Building Permit		Building No: ; Unit No:	24203 DANTE CIRCLE City of San Antonio ETJ, TX 78261		jm06967	Active	<a href="#">Amendment</a>	
<input type="checkbox"/>	02/25/2021	<a href="#">RES-RBP-APP21-35500344</a>	Residential Building Permit Application		CPS Test	615 SOLO ST City of San Antonio ETJ, TX 78260		jm06967	Issued	<a href="#">Amendment</a>	

< Prev 1 2 3 4 Next >

5. Record Details page displays. **Click** the Record Info drop-down menu arrow.
6. **Click** Attachments.

## Uploading Documents-No Plan Review (Inspection Letters, Certificate of Insurance, etc.)

Record RES-RBP-PMT21-36600226:  
Residential New Building Permit  
Record Status: Active

[Add to collection](#)

Record Info ▾ Payments ▾

Record Details  
Processing Status  
Related Records  
**Attachments**  
Inspection  
Valuation Calculator

City of San Antonio ETJ, TX 78261

**Record Details**

**Applicant:**  
Individual  
Jaclyn Corona  
Primary Phone: 210-207-3927  
jaclyn.corona@sanantonio.gov  
Mailing  
1901 S. Alamo  
San Antonio, TX, 78204  
United States  
Physical  
1901 S. Alamo  
San Antonio, TX, 78204  
United States

**Licensed Professional:**  
Virgil Rodriguez  
9814 Spinnaker Path  
San Antonio, TX, 78263  
Primary Phone: 2102187859  
State Mechanical Contractor - HAC HAC-20-HM916721

**Project Description:**  
Building No.: Unit No:

[More Details](#)  
[Create Amendment](#)

7. Click Add.

Record LIC-SMC-REG21-14800035:  
State Mechanical Contractor Registration  
Record Status: Inactive  
Expiration Date: 02/12/2021

[Add to collection](#)

Record Info ▾ Payments ▾

To view any current activity on this Record, please refresh the page.

**Attachments**

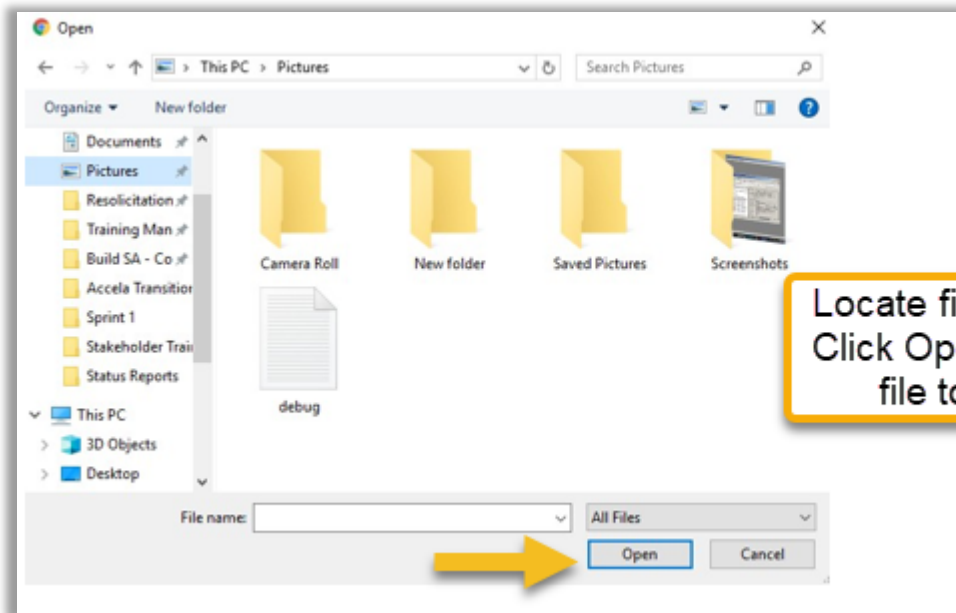
The maximum file size allowed is 80 MB.  
html,htm,mht,mhtml are disallowed file types to upload.

Name	Record ID	Record Type	Entity Type	Type	Size	Latest Update	Action	Entity
Hi Bitmoji.pdf	LIC-STA-APP21-14000125	State License Registration Application	Related	Certificate of Insurance	46.25 KB	02/09/2021	<a href="#">Actions ▾</a>	State License Registration Application - LIC-STA-APP21-14000125
Demolition Renewal Fee.docx	LIC-STA-REN21-14900100	State License Registration Renewal	Renewal	Certificate of Insurance	239.56 KB	02/09/2021	<a href="#">Actions ▾</a>	State License Registration Renewal - LIC-STA-REN21-14900100

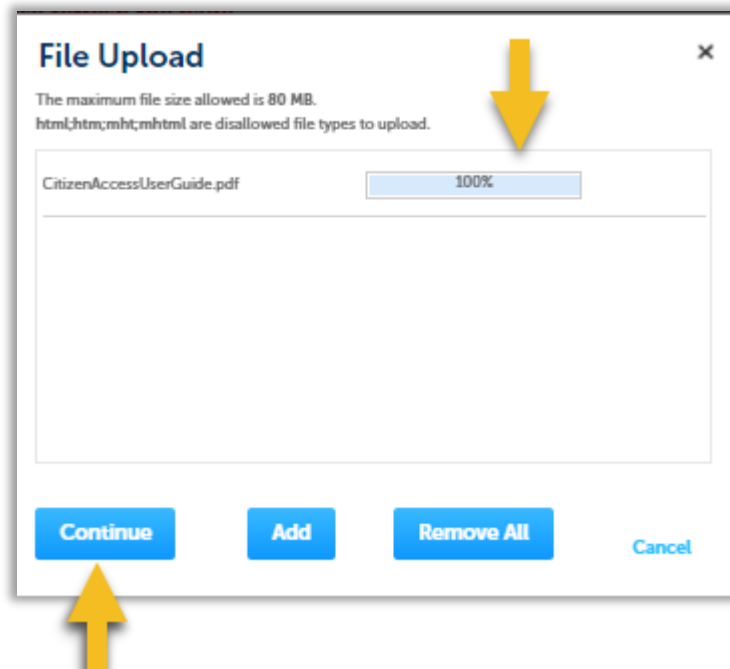
[Add](#)

## Uploading Documents-No Plan Review (Inspection Letters, Certificate of Insurance, etc.)

8. An internet browser window displays. **Select** the file you wish to upload.
9. **Click OPEN** to upload the file.



10. **Wait** for the file to completely upload 100%.
11. **Click Continue**.



## Uploading Documents-No Plan Review (Inspection Letters, Certificate of Insurance, etc.)

12. **Click** the Type drop-down menu arrow to select the document type (example: Engineer Letter, Foundation Letter, etc.)

Home Land Development **Building** Fire

Search Applications Create an Application

Record RES-RBP-PMT21-36600226: [Add to collection](#)  
Residential New Building Permit  
Record Status: Active

Record Info Payments

To view any current activity on this Record, please refresh the page.

**Attachments**

To upload a new document click **Add**.  
The maximum file size allowed is 80 MB  
html,htm,mht,mhtml are disallowed file types to upload.

Name	Record ID	Record Type	Entity Type	Type	Size	Latest Update	Action	Entity
No records found.								

\*Type: [Remove](#)

--Select--

- Select--
- Engineer Letter - Foundation
- Engineer Letter - Frame/Roof/Ceiling
- Engineer Letter - General
- Engineer Letter - Insulation
- Letter - Sound Attenuation Certificate
- MLOD Exterior Lighting Compliance Data
- Other Document
- Photo
- Plumbing Letter Shower Pan
- Residential Energy Compliance Form
- Storm Water Elevation Certificate
- Storm Water Flood Plain Devel Permit
- Storm Water Flood Proofing Certificate
- Storm Water Management Plan
- Storm Water Submittal Review Checklist

Save Add Remove All

## Uploading Documents-No Plan Review (Inspection Letters, Certificate of Insurance, etc.)

Record LIC-SMC-REG21-14800035:  
State Mechanical Contractor Registration  
Record Status: Inactive  
Expiration Date: 02/12/2021

[Add to collection](#)

Record Info ▾ Payments ▾

*To view any current activity on this Record, please refresh the page.*

### Attachments

The maximum file size allowed is 80 MB.  
htm,htm,htm,html are disallowed file types to upload.

Name	Record ID	Record Type	Entity Type	Type	Size	Latest Update	Action	Entity
<a href="#">Hi Bitmoji.pdf</a>	LIC-STA-APP21-14000125	State License Registration Application	Related	Certificate of Insurance	46.25 KB	02/09/2021	<a href="#">Actions ▾</a>	State License Registration Application - LIC-STA-APP21-14000125
<a href="#">Demolition Renewal Fee.docx</a>	LIC-STA-REN21-14900100	State License Registration Renewal	Renewal	Certificate of Insurance	239.56 KB	02/09/2021	<a href="#">Actions ▾</a>	State License Registration Renewal - LIC-STA-REN21-14900100

\*Type:  
 --Select--  
 --Select--  
 Bond  
 Certificate of Insurance  
 Other Document

Description:

[Remove](#)

**Save** **Add** **Remove All**

13. **Click Save.** The system displays confirmation the document is uploaded successfully.

Search...

Home Land Development Building Fire

Dashboard My Records My Account Advanced Search

**The attachment(s) has/have been successfully uploaded.**  
It may take a few minutes before changes are reflected.

Record LIC-RMP-REG21-14100036:  
State RMP Contractor Registration  
Record Status: Active  
Expiration Date: 04/20/2022

[Add to collection](#)

**Please note:** This triggers a review for staff. Once staff reviews the document, they update the inspection information (for inspection letters) or the Insurance expiration date (for Insurance updates) in the system. Changes will be reflected as soon as staff performs the update(s).